

LIST OF CURRENT JOB OPENINGS IN WEBER COUNTY CORPORATION. PLEASE
DISTRIBUTE TO PERSONS IN YOUR DEPARTMENT

JOB TITLE	SALARY	ISSUED
ADDRESSING MANAGER RECORDER	\$14.39/HR/DOQ	6-10-2016
WEBER COUNTY RECORDER - FULL-TIME WITH BENEFITS		

JOB SUMMARY Under general supervision of the Elected Official, maintains the Weber County Addressing System which includes assigning addresses for unincorporated areas of Weber County, maintaining address and street databases, acting as the point man within Weber County for the resolution of addressing issues and the coordination of actions to correct address inaccuracies and discrepancies, and serving as liaison between Weber County and the municipalities within Weber County for coordination and resolution of addressing issues, performs supervisory and administrative work managing the business of the addressing department within the Recorder/Surveyor's Office.

MAJOR DUTIES (Any one position may not include all of the duties listed, nor do the listed examples include all duties which may be found in positions of this class.) Supervises personnel as assigned; selects, trains, counsels, and evaluates employees under supervision; assigns work schedules; handles all personnel action documentation; maintains and monitors personnel files and time logs; receives bi-weekly time sheets from division; prepares, signs, and submits payroll reports; assists in other personnel functions as assigned. Analyzes, researches, and implements incoming addressing data checking for accuracy and determining validity of addressing information; uses AutoCAD software, when necessary, to calculate and assign new addresses for properties subdivided or developed within unincorporated Weber County. Provides training to staff that have responsibilities which include the creation, revision, maintaining, or representation of addresses on county records and documents. Develops, maintains, verifies, and evaluates current office policies and procedures for the Addressing System within the Recorder/Surveyor's Office; when approved by Elected Official, establishes new addressing systems procedures, policies, and programs. Prepares reports regarding the status and condition of the Addressing System; coordinates with federal and state government, as well as, non-profit organizations, foundations, corporations and other funding sources to apply for applicable aid or grants to assist in the maintenance of the county Addressing System; monitors compliance with contracts or grants and recommends necessary changes; assists in preparation of budgets regarding the county Addressing System. Designs, creates, and maintains custom maps to visualize and correct addressing inaccuracies and discrepancies using GIS software; assists in training and educating others in the use and application of GIS software; coordinates closely with the Weber County GIS department for use maintenance, upgrades, and application of the GIS software; assists in maintaining address related datasets in the Weber County GIS. Under the direction and approval of the Elected Official, evaluates, creates, and maintains standard operating procedures, policies and procedures, and gives recommendations for county ordinances with respect to correcting addressing discrepancies in the public record. Performs, or directs, filed checks and GPS data collection as needed to validate addressing information. Represents Weber County in assisting outside agencies or municipalities in resolving addressing discrepancies and inaccuracies; when approved by the Elected Official, attends GIS user group meetings, continuing education seminars, and other job related meetings or training to stay up to date on national and statewide addressing standards and regulations. Assists in maintaining the county website in areas related to the display, representation, and delivery of property addresses. Performs other duties as required.

MINIMUM QUALIFICATIONS Graduation from a college or university with a Bachelor's degree in Geographic Information Sciences, Geomatics, or a related field. AND Two years of related experience with at least one year of administrative and managerial duties with respect to managing the operations of a department. OR Any equivalent combination of education and experience.

Working knowledge of the principles and procedures of computer applications; working knowledge of GIS software and functionality; working knowledge of AutoCAD software and functionality; working knowledge of cadastral mapping; knowledge of the techniques of aerial photography interpretation.

Skill in operating office equipment and computers; efficiently and effectively interact and communicate both orally and in writing.

Ability to interpret and implement recorded documentation for addressing purposes; ability to perform research to resolve addressing issues; use GIS software to properly analyze addressing issues effectively; ability to prioritize, plan, and organize tasks, work independently and make sound decisions, take on new challenges and responsibilities; ability to provide effective GIS related training to different levels of users; ability to maintain effective working relationships with employees, other agencies, and the public; ability to supervise others.

SPECIAL QUALIFICATIONS Must possess a valid Utah drivers license and have a good driving record.

TOOLS AND EQUIPMENT USED GIS software of use in the profession. Standard surveying equipment of use in the profession including associated electronic or manual technology. GPS surveying instrumentation including the related Data Collector hardware and software. AutoCAD Civil 3D and other related software of use in the profession. Other tools and software of the profession.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. While performing the duties of this job, the employee may experience field and office conditions relating to the profession of surveying. The employee is expected to be able and willing to perform the assigned duties, projects, and tasks necessary to accomplish the work and projects as assigned, which include but is not limited to repeated sitting, standing, walking, wading, hiking, carrying, lifting, packing, bending, climbing, scaling, jumping, running, throwing, grasping, reaching, pushing, pulling, balancing, writing, and typing, including the proper manipulation of tools of the profession.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

POSITION CLOSES: JUNE 24, 2016 Or Until Filled
APPLICATION AND RESUME MUST BE SUBMITTED TO:
Weber County H.R., 2380 Washington Blvd., 3rd Floor, Suite 340, Ogden, Utah 84401
EOE - DRUG & BACKGROUND TESTING REQUIRED